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Administration

John C. Stennis Space Center Stennis
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COMPLIANCE IS MANDATORY

John C. Stennis Space Center Sustainable Acquisitions Plan

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Approval/Concurrence

Signed:	Date
NASA Environmental Officer	

Document History Log

Revision	Date	Originator /Phone	Description
Basic	10/31/01	Nancy Hoelzel x 87945	Initial Release
A	06/11/02	Nancy Hoelzel x 87945	Edits and reorganization/rewrites throughout; 1.0 bulk moved to new 4.0 (Requirements) and new 5.5 (AP Waivers); 3.0 (References) additions per text mods; 4.0 (Procedures) renumbered as 5.0; 5.0 (Acronyms) moved to 7.0 w/adds per text; 6.0 (Records and Forms) added new; Appendix A (AP List) tables added from SCWI- 8500- 0017-ENV (Pollution Prevention Plan); and changed http address for official AP list. Appendix B added.
B	11/30/08	Forrest Davis x 82682	Title changed to reflect the wording of Executive Order 13423. Major re-write/re-organization of document to incorporate all of the requirements of Executive Order 13423.
B-1	11/20/2014	Carolyn Kennedy x81445	Review and update effective date of document.
B-2	4/8/2016	Carolyn Kennedy x81445	Administrative: Replaced EO 13423 “Strengthening Federal Environmental, Energy, and Transportation Management with EO 13693 “Planning for Federal

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			Sustainability in the Next Decade”; changed Facility Operating Contractor (FOSC) to Stennis Operating Contractor (SOC). Updated links throughout the document.
C	11/15/19	Bridget Moody x81426	Major re-write/re-organization of the document to clarify the requirements, individual expectations, and procedures for implementation of the sustainable acquisitions program.

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1.0 PURPOSE

The purpose of this document is to formally establish the sustainable acquisition program for the National Aeronautics and Space Administration's (NASA) John C. Stennis Space Center (SSC). The objective of the sustainable acquisition program is to enhance and sustain mission readiness through greater preference and procurement of sustainable products and services, consistent with the demands of efficiency and cost-effectiveness. By implementing sustainable acquisition, SSC reduces its negative environmental impacts and advances the availability and use of environmentally preferable products.

This document describes requirements, responsibilities, program implementation, and associated reporting expectations for purchasing of recycled-content, bio-based, and other environmentally preferable products in accordance with regulatory requirements; Executive Order (EO) 13834, *Efficient Federal Operations*; NASA Procedural Requirements (NPR) 8530.1, *NASA Sustainable Acquisition*; and other Agency policies. Key terms are defined in Appendix A.

2.0 APPLICABILITY

This document applies to NASA personnel, programs, projects and activities located at SSC, including contractors, to the extent specified in their respective contracts or agreements. The policies are applicable to all contract actions and procurements including, but not limited to, new and/or modified contract actions; Indefinite Delivery, Indefinite Quantity (IDIQ) contracts; task orders against existing contracts; and goods and/or services acquired either directly or through purchase cards.

3.0 AUTHORITY

Executive Order 13834, *Efficient Federal Operations*
Energy Policy Act of 2005
Federal Acquisition Regulations
NASA Federal Acquisition Regulation Supplement
NPR 8530.1, *NASA Sustainable Acquisition*
NPR 8553.1, *NASA Environmental Management System*
NPR 8570.1, *NASA Energy Management Program*
Resource Conservation and Recovery Act

4.0 APPLICABLE DOCUMENTS AND FORMS

All referenced documents are assumed to be the latest version unless otherwise specified.

NASA Purchase Card Procedures and Instructions
SSC Purchase Card Center Unique Processes and Policies

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SPR 1440.1, *SSC Records Management Program Requirements*
SCWI-5100-0001, *SSC Procedures for Initiating the Purchase of Supplies and Services*
SCWI-8500-0004, *SSC Hazardous Material, Hazardous Waste, and Solid Waste Plan*

Forms:

NASA Form 1707, *Special Approvals and Affirmations of Requisitions*
SSC Form 747, *SSC Sustainable Procurement Request for Waiver*
SSC Form 823, *SSC Sustainable Acquisitions Report*

5.0 SUSTAINABLE PRODUCTS AND SERVICES

In accordance with regulatory requirements and as directed by EO 13834, *Efficient Federal Operations*, all NASA and NASA contractor contract actions and procurements, including those at or below the simplified acquisition and micro-purchase thresholds, shall be screened to ensure compliance with environmental performance and sustainability factors, as applicable to the product or service. Purchasing preference must be given to those products that are cost-effective, meet the performance criteria, and comply with the statutory requirements for energy and environmental performance, including:

- Meet minimum requirements for recycled content as identified by the United States Environmental Protection Agency (EPA); and
- Are designated as bio-based or BioPreferred® by the United States Department of Agriculture (USDA); and
- Are certified by Energy Star® or designated by the Federal Energy Management Program as energy efficient products.
- Maximize substitution of alternatives to ozone-depleting substances, identified under EPA's Significant New Alternatives Policy.

The Green Procurement Compilation (GPC) is a comprehensive green purchasing resource that helps users identify applicable green purchasing requirements by consolidating and organizing information from Federal environmental programs in one place. The GPC tool lists all currently designated products by category and provides purchasing recommendations and other related information.

6.0 RESPONSIBILITIES

Responsibilities for NASA personnel are established in NPR 8530.1, *NASA Sustainable Acquisition* and in Part 1823 of the NASA Federal Acquisition Regulation Supplement. Purchase card transactions shall be processed in accordance with NASA Purchase Card Procedures and Instructions (PCPI) and the SSC Purchase Card Center Unique Processes and Policies Attachment, which augments the NASA PCPI.

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6.1 Request Originator

Prior to initiating a request for products or services, the request originator shall:

1. Utilize the GPC to identify environmental performance and sustainability requirements to be incorporated in the requisition for supplies or services. Coordinate with the appropriate Office of Procurement and/or the Stennis Operating Contractor's (SOC) Environmental Services Office as needed to request assistance regarding applicable requirements or other factors related to program implementation (e.g., resources, life-cycle costs, exceptions).
2. Ensure statements of work or specifications include provisions to eliminate virgin material requirements, promote the reuse of products, and require the use of products or services listed in the GPC.
3. Acquire products and services that meet the identified requirements unless any of the following conditions for exception exists:
 - Product or service cannot be acquired competitively within a reasonable performance schedule.
 - Product or service cannot be acquired that meets reasonable performance requirements.
 - Product or service cannot be acquired at a reasonable price.
4. If any of the aforementioned conditions for exception exists, prepare a request for waiver (SSC Form 747, *SSC Sustainable Procurement Request for Waiver*), clearly documenting the factors supporting the request. When cost is the basis of exception, the difference in costs between the sustainable product or service and the nonsustainable product or service shall be clearly identified and documented.
5. Attach all supporting documentation and submit the request for waiver to SOC Environmental Services for concurrence and subsequent approval by either the NASA Environmental Officer or the NASA Energy Manager (or their designee), as applicable.
6. If the waiver is not approved, revise the request to acquire the required sustainable product or service or contact the SOC Environmental Services Office for assistance.
7. Document the results of these actions in Section 3 of NASA Form (NF) 1707, *Special Approvals and Affirmation of Requisitions*, as applicable.
8. Ensure procurement requirements comply with the environmental management system, as prescribed in NPR 8553.1, *NASA Environmental Management System*.

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6.2 Construction and Service Contractors

Construction and service contractors performing work in support of NASA shall:

1. Be aware of the requirements applicable to the supply or use of products falling within the sustainable products categories.
2. Utilize the GPC to identify applicable environmental performance and sustainability requirements. Coordinate with the appropriate Office of Procurement and/or SOC Environmental Services Office as needed to request assistance regarding applicable requirements or other factors related to program implementation (e.g., resources, life-cycle costs, exceptions).
3. Acquire those products or services that meet the identified requirements unless any of the following conditions for exception exists:
 - Product or service cannot be acquired competitively within a reasonable performance schedule.
 - Product or service cannot be acquired that meets reasonable performance requirements.
 - Product or service cannot be acquired at a reasonable price.
4. If any of the aforementioned conditions for exception exists, prepare a request for waiver (SSC Form 747, *SSC Sustainable Procurement Request for Waiver*), clearly documenting the factors supporting the request. When cost is the basis of exception, the difference in costs between the sustainable product or service and the nonsustainable product or service shall be clearly identified and documented.
5. Attach all supporting documentation and submit the request for waiver to SOC Environmental Services for concurrence and subsequent approval by either the NASA Environmental Officer or the NASA Energy Manager (or their designee), as applicable.
6. If the waiver is not approved, acquire the required sustainable product or service or contact SOC Environmental Services for assistance, as needed.
7. Submit SSC Form 823, *SSC Sustainable Acquisitions Report* to SOC Environmental Services upon project completion and by January 1 of each year for projects that span multiple calendar years. This report shall clearly identify each material procured in support of the construction or service activity.

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6.3 NASA Office of Procurement

NASA Contracting Officers shall:

1. Promote sustainable acquisition for all applicable procurements through the development, review, and revision of specifications, product descriptions, and standards during the acquisition planning stage.
2. Provide assistance as needed to identify applicable environmental performance and sustainability requirements or other factors related to program implementation (e.g., availability of resources, life-cycle cost analysis, exceptions).
3. Screen all applicable contract actions and procurements to determine applicability of environmental performance and sustainability requirements.
4. Ensure that all solicitations and contracts include the appropriate Federal Acquisition Regulations (FAR) provisions and clauses and other requirements relative to sustainable acquisition, including submittal of SSC Form 823, *SSC Sustainable Acquisitions Report*.
5. Attach all required NF 1707, *Special Approvals and Affirmation of Requisitions*, documentation to the applicable contract documents. When an exemption is used for an EPA-designated item or the procurement of a product containing recovered material does not meet or exceed the EPA recovered content guidelines, a written justification shall be placed in the contract file.
6. Ensure that all construction and services contractors that require the supply or use of products falling within the sustainable products categories are aware of the applicable requirements. Evaluate contractor performance and reinforce as necessary.
7. Record sustainable acquisition activity in the Federal Procurement Data System and/or submit sustainable acquisition data per Agency directive(s).
8. Monitor progress and evaluate performance in meeting sustainable acquisition goals in accordance with federal guidelines and/or Agency requirements.
9. Maintain all records in accordance with SPR 1440.1, *SSC Records Management Program Requirements*, and as required per Agency policy.
10. Ensure procurement requirements comply with the environmental management system, as prescribed in NPR 8553.1, *NASA Environmental Management System*.

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6.4 Stennis Operating Contractor Office of Procurement/Contract Management

SOC personnel responsible for the procurement of products and supplies shall:

1. Be knowledgeable of the FAR provisions and clauses related to sustainable acquisition. All personnel responsible for procurement activities, including designated Approvers and Buyers, shall be trained accordingly in regards to the sustainable acquisition compliance requirements and Agency policy.
2. Coordinate with SOC Environmental Services personnel as needed to support and implement the site-wide promotion program.
3. Promote sustainable acquisition for all applicable procurements.
4. Provide assistance as needed to identify applicable environmental performance and sustainability requirements or other factors related to program implementation (e.g., availability of resources, life-cycle cost analysis, exceptions).
5. Coordinate as needed to confirm requirements for any item designated as a hazardous chemical or material under the Hazard Communication Standard. Ensure all purchases of such products are in accordance with SCWI-8500-0004, *SSC Hazardous Material, Hazardous Waste, and Solid Waste Plan*.
6. Screen all applicable contract actions and procurements to determine applicability of environmental performance and sustainability requirements.
7. Ensure that all solicitations and contracts include the appropriate FAR provisions and clauses and other requirements relative to sustainable acquisition, including submittal of SSC Form 823, *SSC Sustainable Acquisitions Report*.
8. Actively solicit products and services that meet the environmental performance and sustainability requirements in accordance with regulatory requirements, NPR 8530.1, *NASA Sustainable Acquisition*, NPR 8570.1, *NASA Energy Management Program*, and other Agency policies, as applicable.
9. Procure only those products and services that meet the identified requirements, unless a request for waiver (SSC Form 747, *SSC Sustainable Procurement Request for Waiver*) has been approved by the NASA Environmental Officer. When an exemption is used for an EPA-designated item or the procurement of a product containing recovered material does not meet or exceed the EPA recovered content guidelines, a written justification shall be placed in the file.
10. Ensure that all construction and services contractors that require the supply or use of

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products falling within the sustainable products categories are aware of the applicable requirements. Evaluate contractor performance and reinforce as necessary.

11. Coordinate with SOC Environmental Services personnel to monitor progress and evaluate performance in meeting sustainable acquisition goals in accordance with federal guidelines and/or Agency requirements. Implement corrective action as necessary to improve performance.
12. Provide sustainable acquisitions data required for performance tracking, including contractor purchasing activities, to SOC Environmental Services for input into the NASA Environmental Tracking System (NETS).
13. Maintain all records in accordance with SPR 1440.1, *SSC Records Management Program Requirements*, and as required per Agency policy.
14. Ensure procurement requirements comply with the environmental management system, as prescribed in NPR 8553.1, *NASA Environmental Management System*.

6.5 Stennis Operating Contractor Environmental Services Office

SOC Environment Services personnel shall:

1. Promote sustainable acquisition through site-wide communication and outreach activities, including but not limited to the Environmental Working Group, periodic announcements in the various SSC publications, and exhibits or presentations during Center-wide awareness events (e.g., Earth Day, Safety Day, Energy Awareness Day).
2. Implement and administer a training program to ensure that NASA and NASA contractor personnel responsible for procurement activities are provided a thorough introduction to the sustainable acquisition compliance requirements, processes, and available resources.
3. Monitor and identify regulatory changes and communicate those changes to the SSC community, as applicable.
4. Provide assistance as needed to identify environmental performance and sustainability requirements or other factors related to program implementation (e.g., availability of resources, life-cycle cost analysis, exceptions).
5. Review the request for waiver (SSC Form SSC-747, *SSC Sustainable Procurement Request for Waiver*) and supporting documentation for concurrence and provide to either the NASA Environmental Officer or the NASA Energy Manager (or their designee), as applicable, for approval. Provide assistance as needed in those instances in which the request for waiver is not approved.

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6. Maintain all requests for waiver (SSC Form SSC-747, *SSC Sustainable Procurement Request for Waiver*) and supporting documentation in accordance with SPR 1440.1, *SSC Records Management Program Requirements*, and Agency policy.
7. Coordinate with SOC Office of Procurement/Contract Management personnel and other SSC organizations as necessary to ensure that all construction and services contractors that require the supply or use of products falling within the sustainable products categories are aware of the applicable requirements.
8. Ensure construction and service contractors performing work on behalf of NASA are aware of the requirement to provide sustainable acquisitions data via submittal of SSC Form 823, *SSC Sustainable Acquisitions Report*. Provide assistance as needed to ensure that the data is complete and submitted timely.
9. Coordinate with SOC Office of Procurement/Contract Management personnel to monitor progress and evaluate performance in meeting sustainable acquisition goals in accordance with federal guidelines and/or Agency requirements. Implement corrective action as necessary to improve performance.
10. Report results of performance monitoring to NASA Environmental and Health Services Office (EHSO) in accordance with the Center's environmental management system. Compile all sustainable acquisitions data required for performance tracking, including all NASA and NASA contractor purchasing activities, and input into the NASA Environmental Tracking System (NETS).
11. Maintain all records in accordance with SPR 1440.1, *SSC Records Management Program Requirements*, and as required per Agency policy.

6.6 NASA Environmental and Health Services Office

NASA EHSO personnel shall:

1. Provide oversight of the SOC Environmental Services Office to ensure program implementation and performance monitoring.
2. Coordinate the review and approval of the request for waiver (SSC Form SSC-747, *SSC Sustainable Procurement Request for Waiver*) and supporting documentation as needed with the NASA Environmental Office or NASA Energy Manager (or their designee), as applicable.
3. Verify the accuracy of the sustainable acquisitions data input into NETS by SOC Environmental Services personnel.

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7.0 PROCEDURES

Procedural requirements for evaluating and implementing cost-effective energy efficiency, renewable energy, and water conservation measures in NASA facilities and operations are provided in NPR 8570.1, *NASA Energy Management Program*. In addition, the purchase of any item designated as a hazardous chemical or material under the Hazard Communication Standard shall be in accordance with SCWI-8500-0004, *SSC Hazardous Material, Hazardous Waste, and Solid Waste Plan*.

All products and services acquired in support of NASA shall meet applicable environmental performance and sustainability requirements, unless a request for waiver (SSC Form 747, *SSC Sustainable Procurement Request for Waiver*) has been approved by the NASA Environmental Officer or the NASA Energy Manager (or their designee), as applicable.

7.1 Request for Waiver

1. A waiver may be requested if any of the following conditions for exception exists:
 - Product or service cannot be acquired competitively within a reasonable performance schedule.
 - Product or service cannot be acquired that meets reasonable performance requirements.
 - Product or service cannot be acquired at a reasonable price.
2. If any of the aforementioned conditions for exception exists, a request for waiver (SSC Form 747, *SSC Sustainable Procurement Request for Waiver*), available via the NASA Electronic Forms portal shall be prepared which clearly documents the factors supporting the request. When cost is the basis of exception, the difference in costs between the sustainable product or service and the non-sustainable product or service shall be clearly identified and documented.
3. All supporting documentation shall be attached to the request for waiver and submitted to SOC Environmental Services for concurrence and subsequent approval by either the NASA Environmental Officer or the NASA Energy Manager (or their designee), as applicable.
4. Upon approval, the SOC Environmental Services Office shall assign an official Waiver Number and provide notification of the approval to the request originator and/or other SSC organizations, as applicable.
5. If the waiver is not approved, the SOC Environmental Services Office will notify the request originator and/or other SSC organizations, as applicable, and will provide assistance as needed to facilitate acquisition of the required sustainable product or service.

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6. All requests for waiver and supporting documentation shall be maintained by the SOC Environmental Services Office in accordance with SPR 1440.1, *SSC Records Management Program Requirements*, and Agency policy.

8.0 RECORDS

All records required by this work instruction shall be maintained in accordance with SPR 1440.1, *SSC Records Management Program Requirements*, and as required per Agency policy. Forms shall be the latest version and may be obtained via the NASA Electronic Forms portal.

9.0 ACRONYMS

EO	Executive Order
EPA	Environmental Protection Agency
FAR	Federal Acquisition Regulations
GPC	Green Procurement Compilation
IDIQ	Indefinite Delivery, Indefinite Quantity
NASA	National Aeronautics and Space Administration
NETS	NASA Environmental Tracking System
NF	NASA Form
NPR	NASA Procedural Requirements
PCPI	Purchase Card Procedures and Instructions
SCWI	Stennis Common Work Instruction
SOC	Stennis Operating Contractor
SPR	Stennis Procedural Requirements
SSC	Stennis Space Center
USDA	United States Department of Agriculture

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APPENDIX A -- DEFINITIONS

Approval. Authorization by a required management official to proceed with a proposed course of action. Approvals shall be documented in writing.

Bio-based product. A commercial or industrial product (other than food or feed) designated by the USDA that is composed in whole, or in significant part, of biological products or renewable domestic agricultural materials (including plant, animal, and marine materials) or forestry materials.

Exemption. Obtaining written permission or approval of supporting justification documentation (waiver) releasing the request originator or procurement team from the obligation of including sustainable acquisition requirements.

Green Procurement Compilation. A comprehensive green purchasing resource created by the General Services Administration to identify applicable green purchasing requirements.

Life cycle costs. The costs as determined by combining the initial costs of a product or service with any additional costs or revenues generated from that product or service during its entire life.

NASA Environmental Tracking System (NETS). A database maintained by NASA Headquarters for Agency-wide reporting of sustainable acquisition purchasing data and other environmental parameters.

Reasonable price. The purchase price of sustainable products or services which may be up to 10 percent more costly than conventional products or services.

Recycled content product. A product designated by the EPA that is made from or contains recovered materials.

Request Originator (also known as the requestor, request initiator, or person with the need to acquire a product or service). The person or organization initiating a procurement request or Government-wide commercial purchase card micro-purchase.

Sustainable acquisition (formerly known as affirmative procurement). A program that requires Federal agencies to buy recycled content and bio-based or other environmentally preferable products.

Waiver. A justification document that if approved, exempts the request originator from acquiring specific sustainable products and/or services.